

FY2013
Rowe Board of Selectmen--Meeting Minutes
Rowe Town Hall
Thursday, December 20, 2012 – 1:30pm

Call to Order: The meeting was called to order by Chair Abbott at 1:30pm.

Present: Chairman Noel Abbott; Vice-Chairman Paul McLatchy III; Selectman Marilyn Wilson; Ellen Miller, Town Coordinator; Janice Boudreau, Administrative Assistant for Rowe School Fire Matters.

Audience of Citizens: Ann Foshay, Bill Loomis, Myra Carlow, Kris Swenson, Rosie Gordon, Warren and Dorothy Kalas, Donna Flagg, Sue Wood

Protocol for Audience of Citizens: Selectman Wilson reviewed the protocol: this segment will be limited to 10 minutes at the beginning of the meeting, with each person speaking being allowed 2 minutes. There will be another slot of 10 minutes at the end of the meeting for further comments and questions from the audience. Questions may be entertained from the floor during the meeting at the discretion of the BOS Chair.

Rosie Gordon asked if we shouldn't be creating and using an updated number for the insurance money as we continue to eat into the original amount.

Myra Carlow repeated a request from the Finance Committee that there be an updated report of all the expenditures as they are made and into what category each belongs. Ellen Miller gave an explanation of the reports made so far detailing two categories in the insurance policy: one was Insurance Proceeds, and the second was Loss of Income.

Warren Kalas asked why a consultant had not been engaged to study whether or not re-building the school is a good/only option. Ms. Wilson responded that the BOS hopes to ensure that all options are entertained and studied before a decision is made.

Bill Loomis informed the meeting that a survey will be sent out in the next few weeks, which will give every citizen the opportunity to give their input into the question of whether or not a school should be re-built.

Chairman Abbott responded to Ms. Carlow by saying that he was in agreement that monies spent from insurance proceeds should be identified by which account they decremented from – either the \$6.987 Blanket amount or the Loss of Business account. He then moved on to taxes, stating that the increase is due to two reasons; 1) ESCO Lease payoff 2) Two utilities grieving their assessments, which resulted in a decrease of their assessed value, thereby leaving more for the citizens of Rowe to pick up.

Municipal Audit: Selectman Wilson stated that Melanson & Heath had not received the contract for the Financial Statement Audit (Municipal Audit) which the BOS signed 10 days ago. Ellen Miller said that she had this contract in her office. Ms. Wilson presented another copy which Chair Abbott signed; Ms. Wilson said she would scan this and send it off the M&H.

Sandy Daviau did not receive the \$419.00 which the BOS agreed to give her as compensation. Ellen Miller said that we needed to enter Sandy's time from her time sheet so it can be entered into payroll.

An email from Susie Zavotka, Chairman of the Rowe School Building Committee (SBC) was read by Chairman Abbott. SBC wishes BOS to attend their meeting this afternoon to review the survey.

Bill Loomis requested that the BOS makes available \$2,000 to send out the survey and to prepare a Request for Proposal (RFP) for an Owner's Project Manager (OPM). Also to advertise for an OPM. Mr. McLatchy wondered if an OPM could be generic; Ms. Boudreau thought that perhaps an OPM could be written for the more general category of a Municipal Building, which could then be used for a school or another municipal structure.

Selectman Wilson stated that the BOS should not be backing only one option, that of a school, but rather should ensure that all voices are heard.

Chairman Abbott wants funding for an RFP for an OPM, an architect, and the survey now so that delay for building the school does not happen should the town decide on a school. Vice Chair McLatchy agreed with Chair Abbott as long as the OPM is generic and can be used for a municipal building should that be the way the town votes. Selectman Wilson agreed with Selectman McLatchy. Chair Abbott withdrew his request for funding for an RFP for an architect, as the OPM is the one who will write the RFP for the architect, and as Mr. Loomis pointed out, it is a series of events beginning with the OPM.

Ms. Wood stated that in her opinion, there is not yet enough information to make a decision. **Ms. Gordon** stated that she feels there is too much hurry over this important issue. **Selectman Wilson** stated that the ramifications of building a school are large, heavy, and very long term: this decision should not be rushed as the impact is very long-lasting. **Chairman Abbott agreed with not rushing the process, but** wants to compress the mechanical aspects of this process so that we can move forward with all options while having time for consideration. **Ms. Swenson** stated that the process so far seems to be one of railroading the idea of rebuilding the school. Also, she stated that originally the committee was designated a Building Committee but has now become the SBC which excludes other options. **Selectman McLatchy** stated that at the moment the only building which can be built on that site is a school. **Ms. Swenson** asked if we shouldn't have a cost/benefit analysis done first. **Selectman Wilson** stated that a feasibility study should be done and it should be two-fold: 1) An educational expert to answer the question of what is the best way to educate our children; 2) An architect to examine options and put a price tag on each. **Ms. Carlow** said that we should be looking at the best way to educate a very small population of upcoming students. Also, we should be thinking about the financial implications of building a new school. **Chairman Abbott** reiterated that as a Select Board our role is to advocate for a fully inclusive process rather than either building or rebuilding.

RFP for an OPM for a Municipal Building: the BOS voted to take \$2,000.00 from Gen. Admin. for the purpose of creating an RFP for an OPM for constructing a Municipal Building. Vote: 3-0-0.

Chairman Abbott's discussion with Tom Donaldson: He asked Mr. Donaldson if the insurance company could advance \$250,000 if necessary for architectural studies. The answer was yes, but no formal request was made.

School Fire Warrant Items: Ms. Miller stated that items totaling \$6,700 in the last warrant were not approved by the BOS because the "bill to" was to the Hawlemont School District and not Rowe. Central Office and Principal will again be reminded to have accurate billing.

Old Business:

Chairman Abbott stated that he did not say he would write a draft response to Mr. Magnago, rather he would insert the police report from Officer Hyytinen into the Magnago file. Ms. Miller thought that Chair Abbott had said he would write to Mr. Magnago saying that the file would be updated as stated.

Police Consulting issue: Chairman Abbott said that one of the two police consultants stated that a proper police report should be created and filed with every incident not just criminal incidents. Selectman Wilson said that going forward the BOS will require a written report and if one is not forthcoming, the lapse will be reflected in the performance review of the officer concerned.

Accounting of Funds Expended on Treasury Matters: This was done last week, but Selectman McLatchy wanted the final number for Lynn Hathaway. Selectman Wilson stated that this is \$650; Chairman Abbott recalled that we had authorized \$10,000 for this task, and Ms. Wilson had stated that she estimated the cost would come in under \$2,000-\$3,000. In fact, it is well under \$1,000.

Wording of warrants: Chairman Abbott stated that Selectman. Wilson has said that the BOS needs to be more vigilant about wording of warrants. Then, Selectman Wilson stated that it is the responsibility of the BOS to create the warrants and to ensure that the wording is accurate, and that we need to pay attention to detail. Ms. Carlow, representing the FC, requested that the FC be consulted as per former practice about the wording and substance of articles on the warrants. It was agreed that Ms. Wilson would be the liaison to the FC for this purpose.

Police Chief Succession: Chairman Abbott has shared the suggestion from the two police consultants with whom he has been working that we could possibly hire administrative help for our next police chief, thereby being able to entertain the prospect of hiring a police chief who has good instincts but who may be lacking in some aspects of computer work. Also, police chiefs in the neighboring towns have offered to back up and support our new police chief. Chairman Abbott would like to solicit the opinion of the town at town meeting about whether the sentiment is to hire our next police chief from within the town; and, he would like to ask the town if it would want to use a consultant to help with the search. Ms. Miller stated that the BOS needs to start thinking about the process of the search and how to post.

Emergency Shelter: Ms. Wilson reported that she has been trying to get in touch with RC & C with regards to their being willing and able to act as Rowe's interim emergency shelter.

Comprehensive Emergency Management Plan CEMP): Selectman McLatchy stated that on his to do list is finding the hard copy of the CEMP for Rowe.

New Business:

School Solar Array: Ms. Miller updated on this: DSL needs to be installed and will cost more than \$80/month. So, Chris Kilfoyle said that we could do a manual reading once a year instead. The BOS agreed not to install DSL.

Verizon New England FY2009 tax refund: Ms. Miller informed us that the state determines the Verizon property values and every town including Rowe must issue Verizon a tax refund. Our required refund is \$2,027.23. BOS voted 3-0-0 in favor of paying this refund.

Village Post Office: Ms. Miller stated that the post office will be reducing their hours. The Post Office inquired as to whether Rowe would be interested in being a Village Post Office, in other words, being available to sell stamps and take packages during the day when the post office is closed. Ms. Wilson stated that this is not the business we are in. The BOS declined this kind offer by the Post Office.

Conflict of Interest Disclosure Statement: Ms Miller gave the BOS the statement from Cindy Laffond who submitted the statement because she is on the School Committee, and also substitutes at the school for pay. The BOS voted 3-0-0 to accept the disclosure statement. Selectman Wilson stated that this disclosure statement must go to the Town Clerk for filing.

Bell-Style Coinless Phone: Chairman Abbott stated that it has been ordered and will be here soon. It will be an extension of the phone in Town Hall.

Scheduled joint Meeting with Finance Committee (FC): Selectman Wilson stated that she has not yet heard back from anyone in the FC about their availability to meet with the BOS for budgeting purposes, but that the BOS should start soon and hope the FC can join. Selectman McLatchy stated that the urgency to move forward was so strong that the BOS should begin the process and have the FC join us if they could. Ms. Miller was asked to prepare a letter to all departments telling them to prepare their budget requests with level-funding in mind and a COLA yet to be determined. Chair Abbott wants dept. heads to look for ways to reduce their budgets. It was decided to meet Jan. 2, 2013 at 6:30 pm for budgeting. Selectman Wilson suggested that the BOS review what we learned at the finance seminar regarding the budgeting process to ensure that we follow accepted guidelines.

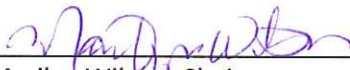
Meeting to be continued at 4pm with SCB. BOS meeting recessed for 20 min.

BOS meeting reconvened at 4pm with Mr. McLatchy sitting at the table with the SCB members, Chairman Abbott and Selectman Wilson sitting in the audience. At 4:05pm the three selectmen went into the Selectmen's office to discuss a date and time for the Special Town Meeting. It was tentatively agreed to be Wednesday, Jan. 23, 2013 at 6:30pm, dependent upon the availability of the Town Clerk, the Town Moderator, and the Constable. The Selectmen then returned to the hearing room and their previous positions in the meeting.

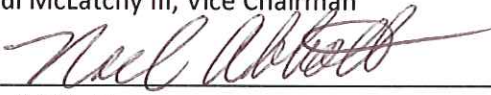
Adjournment: The Selectmen unanimously (3/0/0) adjourned their meeting at 4:20pm.

Respectfully submitted,
Selectman Marilyn Wilson

Approved:


Marilyn Wilson, Chairman


Paul McLatchy III, Vice Chairman


Noel Abbott



Date Approved

Attachments:

- Agenda
- Melanson & Heath Financial Statement Audit signed contract
- Susie Zavotka, Chairman, School Building Committee email re survey
- Verizon New England tax refund
- Village Post Office – correspondence from USPS
- Cindy Laffond – Conflict of Interest Disclosure Statement